

Application to surrender a water access licence

Please refer to the accompanying [guide](#) to the Application to surrender a water access licence under [Section 77 of the Water Management Act 2000 \(WMA\)](#). Please ensure:

<input type="checkbox"/>	<p>Section A – must be fully completed with the following details:</p> <ul style="list-style-type: none"> Water access licence number Date surrender is to be effective Provide the water access licence certificate, or if this cannot be provided a Water Access Licence Title Search will need to be completed Advise if a Water Access Licence Title Search is attached to the application if required Provide details on any security interests on the water access licence if they exist <p>If you wish to schedule a meeting, visit waternsw.com.au/licensing and book a meeting by scrolling down and selecting a convenient office location.</p>
<input type="checkbox"/>	<p>Section B – the details provided in Section B must be all holders of the water access licence. Details – full name/s, address, email address, contact number – must be provided for all water access licence holders.</p>
<input type="checkbox"/>	<p>Section C – is not mandatory. If a single contact person is preferred for this application. The contact person for this application may be an applicant or a third party acting for the applicant.</p>
<input type="checkbox"/>	<p>Section D – complete any relevant sections for all water supply work attached to the water access licence being surrendered.</p> <ul style="list-style-type: none"> If your water access licence is linked to a dam you will need to schedule a meeting at your earliest convenience to discuss the steps to decommission, prior to surrendering your water access licence. Visit waternsw.com.au/licensing and book a phone appointment or a face to face meeting by scrolling down and selecting a convenient office location or contact us on 1300 662 077.
<input type="checkbox"/>	<p>Section E – signed by each holder of the water access licence. If the applicant is a company, the application is to be signed for and on behalf of the applicant by person/s in accordance with Section 127 of the <i>Corporations Act 2001</i> (Cth). Select the position of the signatories which can be a company director or company secretary.</p>
<input type="checkbox"/>	<p>That this application form is scanned once signed by all applicants and emailed to Customer.Helpdesk@waternsw.com.au * Or print and complete this form and post to: WaterNSW PO Box 398, Parramatta NSW 2124</p> <p>* If sending the application electronically, please also post the original water access licence certificate to WaterNSW PO Box 398, Parramatta NSW 2124</p>

Section A: Water access licence to be surrendered

Complete this section with the details of the water access licence to be surrendered and the date of surrender. The surrender date will need to be a future date of a minimum of 3 weeks to meet processing times.

Water access licence

A1 Water access licence number

A2 Date to be surrendered

/
/

A3 Is the water access licence certificate attached to this application?

Yes No

If no, provide an explanation of why it cannot be provided and follow the below instructions to provide a Title Search.

A4 If a Water Access Licence Title Search is required, is it attached to this application?

Yes No

A5 Are there any security interests and/or caveats registered on the water access licence?

Yes No

If yes, you are required to provide documentary evidence of the interest holder/s consent to the surrender of the water access licence otherwise you will need to discharge before submitting the application.

If the water access licence certificate is not provided with this application, please complete the [Water Access Licence Title Search](#) and attach to this application upon submission. This will need to be completed within the last 30 days. If the Water Access Licence Title Search is outside of the 30 days, WaterNSW can request a new Water Access Licence Title Search which may impact processing times.

Section B: Water access licence holder/s details

List **ALL** holders of the water access licence which is to be surrendered and **all holders** must sign the declaration (Section E). See the guide for further information. If there are more than four holders, photocopy/print additional copies of Section B, complete it and attach to this form.

Please note that applications submitted via email **must** include the email addresses of all water access licence holders.

Holder

B1 Title (Mr, Mrs, Ms) B2 Surname B3 D.O.B. //

B4 Full legal name/s (including middle name/s)

B5 Company/corporation name (if applicable)

B6 ACN (if applicable) B7 ABN (If you do not hold an ACN and are an organisation incorporated in NSW, you must provide an ABN.)

B8 Position held (if applicable)

B9 Postal address

B10 Town B11 State B12 Postcode

B13 Phone B14 Email

B16 If there are more than four holders, specify total number of holders:

Additional holder (if applicable)

B1 Title (Mr, Mrs, Ms) B2 Surname B3 D.O.B. //

B4 Full legal name/s (including middle name/s)

B5 Company/corporation name (if applicable)

B6 ACN (if applicable) B7 ABN

B8 Position held (if applicable)

B9 Postal address

B10 Town B11 State B12 Postcode

B13 Phone B14 Email

Additional holder (if applicable)

B1 Title (Mr, Mrs, Ms) B2 Surname B3 D.O.B.
 / /

B4 Full legal name/s (including middle name/s)

B5 Company/corporation name (if applicable)

B6 ACN (if applicable) B7 ABN (If you do not hold an ACN and are an organisation incorporated in NSW, you must provide an ABN.)

B8 Position held (if applicable)

B9 Postal address

B10 Town B11 State B12 Postcode

B13 Phone B14 Email

Additional holder (if applicable)

B1 Title (Mr, Mrs, Ms) B2 Surname B3 D.O.B.
 / /

B4 Full legal name/s (including middle name/s)

B5 Company/corporation name (if applicable)

B6 ACN (if applicable) B7 ABN

B8 Position held (if applicable)

B9 Postal address

B10 Town B11 State B12 Postcode

B13 Phone B14 Email

Section C: Nominated contact person

Note: If there is only one holder, you do not need to complete this section. If there are multiple holders and this section has not been completed, WaterNSW will assume the first holder listed on the form is the nominated contact person.

If a third party is acting on behalf of the water access licence holders and they are to be considered the nominated contact, their details must be provided below.

c1 Title (Mr, Mrs, Ms)		c2 Surname		c3 D.O.B.			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c4 Full legal name/s (including middle name/s)							
<input type="text"/>							
c5 Company/corporation name (if applicable)							
<input type="text"/>							
c6 ACN (if applicable)				c7 ABN			
<input type="text"/>				<input type="text"/>			
c8 Position held (if applicable)							
<input type="text"/>							
c9 Postal address							
<input type="text"/>							
c10 Town				c11 State		c12 Postcode	
<input type="text"/>				<input type="text"/>		<input type="text"/>	
c13 Phone				c14 Email			
<input type="text"/>				<input type="text"/>			

Listing a nominated contact person assists us in processing your application where there are multiple holders. We may need to contact the nominated contact person to discuss the details contained in your application. In addition, any request for additional information about your application will be sent to the nominated contact person. Any information provided by the nominated contact person will be relied upon by WaterNSW in considering this application. A delay in responding to any such request may result in your application being further delayed or refused.

The rights and liabilities arising in relation to this application is shared by all applicants and not limited to the nominated contact person. Any changes to any details of an application for a surrender (except for minor changes to contact details of an applicant) or withdrawal of the application must be in writing and signed and dated by all holders. Further, the Notice of decision issued in relation to your application will be sent to all applicants.

Section D: Nominated water supply work approval

Provide details below of any water supply work approval attached to this water access licence. If there is a nominated water supply work approval and you wish to continue to take water using this water supply work approval another water access licence will need to be nominated. To nominate a new water access licence use form [Application to apply and change a water access licence](#).

Nominated water supply work approval

D1 Water supply work/s approval number/s

If the water supply work approval is no longer required, this can be surrendered using the form - [Application to surrender a water supply work approval](#). This could also include decommissioning works. Please note, this form (Application to surrender a water access licence) does not automatically surrender the water supply work approval. If you're unsure, please book a pre-application meeting or call us to discuss.

Section E: Declaration of applicants

Section E must be fully completed and signed by each holder of the water access licence that is being surrendered. If it is not fully completed, WaterNSW will return the application to the applicant/s as an invalid application. Please refer to the accompanying [guide](#) for surrendering a water access licence for further information.

If there are multiple holders, please ensure that you retain signed copies of the completed application form for your records.

It is an offence, under section 344 of the *Water Management Act 2000*, to make a statement that you know to be false or misleading in, or in connection with, this application.

I/We, the undersigned applicants, acknowledge and agree:

1. that I/we apply to surrender the water access licence as described in this application.
2. that this application will be determined in accordance with the *Water Management Act 2000* and any associated regulations or guidelines as in force from time to time, and that no right or entitlement shall arise pending determination of this application.
3. that the authorised contact person (where applicable) has my permission to act for and on my behalf in relation to any aspect of this application unless otherwise notified by us, and that WaterNSW will rely on information provided by the authorised contact person in its consideration of this application.
4. that the Crown in right of the State of New South Wales, including WaterNSW and its officers, employees, agents and successors ('the State'), accepts no liability in relation to any action, proceeding, claim, demand, cost, loss, damage or expense (including reasonable legal costs or expenses) arising directly or indirectly as a result of or in connection with this application or any act or omission of the State in connection with this application and I/we hereby agree to release and indemnify the State from and against any such action, proceeding, claim, demand, cost, loss, damage or expense to the fullest extent permitted by law.
5. that all information contained in this application is accurate, true and complete in every detail and that the State will rely on such information.
6. that I/we have read and understood the information contained in the WaterNSW privacy statement (below).
7. that by entering a mobile phone number and/or email address, you consent to WaterNSW communicating with you electronically in relation to this application. Unless you indicate otherwise, all correspondence will be sent via email or SMS.
8. that WaterNSW may collect, use and disclose my personal information as outlined in the WaterNSW privacy statement (below) and I consent to WaterNSW collecting, using and disclosing my personal information in accordance with the WaterNSW privacy statement.
9. that I/we consent to WaterNSW sharing my personal information with NSW Government agencies or State-Owned Corporations from time to time.
10. that the State does not provide any legal, financial or technical advice in connection with this application and that any such advice, if required, is to be obtained independently.
11. that details about any licence arising out of this application will be recorded in the publicly available Water Access Licence Register pursuant to the *Water Management Act 2000*.
12. that if this application is incomplete, it will not be accepted; and that more information may be requested if it is considered that it would be relevant to the consideration of this application.

For applications made by individuals.

Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>
Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>
Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>
Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>

For applications made by a corporation: Executed for and on behalf of the applicant in accordance with Section 127 of the *Corporations Act 2001* Cth (if a company) or by its duly authorised officer (if a company or other type of corporation). Where signing is undertaken by a duly authorised officer, please attach the authorisation for that duly authorised officer to this application form.

I/ We have read and understand the accompanying guide relating to surrender a water access licence.

Name of corporation

ACN (if applicable)

ABN

(If you do not hold an ACN and are an organisation incorporated in NSW, you must provide an ABN.)

Position of signatory (Tick the appropriate box) Company director Company secretary Duly authorised officer

Name of signatory

Signature

Date

/ /

Position of signatory (Tick the appropriate box) Company director Company secretary Duly authorised officer

Name of signatory

Signature

Date

/ /

Section F: Privacy statement

The personal information you provide on this form will be used and protected in accordance with the WaterNSW Privacy Policy. The information is being collected by WaterNSW and will be used for purposes related to assessing and processing your application, or in connection with the operation of any approval granted, or for research-related purposes such as customer surveys. It may be used from time to time to contact you about services WaterNSW provides.

If the application is granted, the *Water Management Act 2000* requires that various details relating to the Water Access Licences are to be recorded in the Register of Water Access Licences kept by the Minister. Information recorded in the register is publicly available.

WaterNSW will not disclose your personal information unless authorised by law. The provision of this information is voluntary. However, if you choose not to provide the requested information, we will not be able to process your application. You have the right to request access to, and correct details of, your personal information held by WaterNSW. Further information regarding privacy can be obtained from the WaterNSW website at waternsw.com.au/privacy

Section G: Offences and suspension or cancellation

It is an offence, under section 344 of the *Water Management Act 2000*, to make a statement that you know to be false or misleading in, or in connection with, this application. A corporation found guilty of an offence against section 344 is liable to a penalty of \$2,002 million. An individual found guilty of an offence against section 344 is liable to a penalty not exceeding \$500,500. An approval and/or licences as applicable may be suspended or cancelled under the *Water Management Act 2000* in certain circumstances. These include if the holder of the approval is convicted of an offence under that Act.